

WEEK IN REVIEW

A publication of the City Manager's Office

Council Meeting

September 10 - [City Council Meeting Agendas](#)

Looking Ahead

Wednesday, September 11:
Board of Zoning appeals meeting; Parks 9/11 Memorial

Tuesday, September 17:
Economic Development Authority, Planning Commission meetings

Thursday, September 19:
Tourism Board, Board of Architectural Review meetings

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- Handley Library (8/29)



Plan to attend the 9/11 memorial service at Jim Barnett Park on September 11, 2019. Program begins promptly at 8:45 a.m. Listen to guest speakers and watch a presentation by the Public Safety Honor Guard.

City Manager's Takeaways

Attended Old Town Stakeholders Meeting where input was sought from downtown property and business owners about their desired vision for the area and support from the City. The meeting was very well attended with more than 50 in attendance.

Participated in a demo of a replacement agenda management system with enhanced functionality as the current solution is reaching end of life and no longer fully supported by the vendor. Additional information will be announced soon.



Public Safety

Winchester Police

- Conducted ride-along and attended round table discussion with Congresswoman Jennifer Wexton.
- Attended Timbrook Achievement Center meeting.
- Worked with Communications to produce the 10th edition of The Dispatch.
- Continued promotion of the Combat the Cat campaign.
- Continued planning Coffee with a Cop.
- Planned newly formatted Citizen Academy.
- Held Patrol Rifle class, Driver Training School, Gang Busters training, In Force 911 demonstration, and taught at the Basic Academy.
- Attended CITAC, Community Response Team, and Drug Court meetings and training.
- Attended Mexican Consulate meeting.
- Scheduled 40 confirmed applicants for fitness testing.
- Conducted safety assessment for the Youth Development Center.
- Began planning for Trunk or Treat event.
- Crime stats:
 - Crimes against persons (felony) - 3
 - Crimes against persons (misdemeanor) - 15
 - Burglaries (residential) - 1
 - Burglaries (commercial) - 0
 - Property crimes: 26

Winchester Fire and Rescue

- Attended Lord Fairfax EMS Council Protocol revision meeting
- Conducted an ability test for employment opportunity for an existing part time paramedic position
- Held Paramedic Academy orientation was with seven Fire and Rescue department members - class officially starts on September 17th.
- Conducted pre-construction meeting with Frederick County and Lantz for the land disturbance permit for the training center burn building.
- Olive Garden provided dinner for the working shift on Labor Day.
- Assisted the police department with entrance testing by providing monitoring of candidate vital signs.
- Attended monthly Community Response Team (CRT) meeting at Timbrook Public Safety Center.
- Prepared presentation regarding fire safety for Older Adults.

Police Activity	#
Calls for Service	833
Crash Reports	7
DUI/DWI	4
Alarms/False Alarms	26/26
Directed Patrols	37
Directed Patrols (OTW)	9
Extra Patrols	117
Extra Patrols (OTW)	0
Traffic Citations	46
Traffic Warnings	76
BWC requests	13
Special Events Permits Received/ Approved	1/0 64 rec'd YTD

Fire Activity	Fire Activity
Fire	4
Overpressure	0
EMS/Rescue	74
Hazardous Cond.	1
Service Call	8
Mutual Aid Given	8
Good Intent	4
False Alarms	3
Special Incident	0
Plan Review	0
Inspections	5
Reinspections	2

- Gave a presentation to Chief Garrett on the workings of the Life Safety Division/Fire Marshal's Office.
- Completed fingerprinting for new volunteer personnel
- Worked on August monthly report statistics.
- Conducted new employee background investigations.
- Planned for Worlds of Work program on September 27.
- Created a media plan for content for Child Passenger Safety Month and Campus Fire Safety Month.

Emergency Management

- Prepared the Emergency Operations Center and associated staffing functions for potential activation due to Hurricane Dorian.
- Disseminated information coming from the Governor's office and VDEM as to the Virginia emergency operations for Hurricane Dorian.
- Communicated weather information to staff as appropriate.
- Prepared Public Education information for Safety Day for this Saturday.
- Updated the City emergency notification system for internal contacts.

Development Services

Economic and Workforce Development

- Attended the Winchester/Frederick County Metropolitan Planning Organization Technical Advisory Committee meeting with regional partners.
- Worked on planning and coordination of regional talent attraction/retention study with regional partners.
- Finalized Worlds of Work! volunteer schedule and back ground checks.
- Conducted interview with Winchester Ciderworks owner, Diane Kerns, for their manufacturing week video.
- Spoke at the Valley Business2Business meeting.
- Held meetings with Economic Development Authority (EDA) officers to update on projects and prepare for EDA monthly meeting.

Arts and Vitality & Old Town

- Assisted two downtown event organizers with applications.
- Facilitated Old Town Advancement Commission (OTAC) Organization/Tourism Task Force meeting.
- Continued promotion of Old Town Farmers Market; there are four more markets this season.
- Assisted 6 tourists and 13 locals at the Welcome Center.
- Held monthly OTAC board meeting; board approved new banner concepts and the recommendation for a 2 year extension of Full Circle Marketing.
- Facilitated Old Town stakeholders meeting; estimated 45 in attendance to discuss topics of interest for the future of Old Town Winchester.

Planning

- Staffed the September 3rd Planning Commission work session where a rezoning request by Piccadilly Street Investments LLC to rezone a portion of the National Gateway park area from HR-1 to B-1 was initially reviewed. It will be the subject of a Commission public hearing on Sept 17th..
- Reviewed current Chapter 3 of the Comprehensive Plan which outlines the Mission Statement, Values, Goals, and Objectives with the Planning Commission at the September 3rd work session. The review will continue at the September 17th regular meeting.
- Chaired the September 3rd Metropolitan Planning Organization Technical Advisory Committee meeting. Received updates on numerous transportation projects including the Route 7 corridor study, the proposed S. Pleasant Valley Road Study, and the I-81 improvements project.
- Staffed the September 5th Board of Architectural Review (BAR) meeting and announced the new BAR member pending appointment at the Sept 10th Council meeting.
- Met with engineers and surveyors working for private property owners and developers regarding private development projects.

Winchester/Frederick County Tourism

- Held several discussions this week between key partners in the potential development of two new Civil War Trails interpretive panels (one in the City and one in the County), with the focus being relatively unknown but important stories related to African American history here during the Civil War era. These are in a very early conceptual phase but hopefully more information will be available by the time of our September Tourism Board meeting.
- The Tourism Board Marketing Committee hosted presentations from three finalist firms on Wednesday to develop our new multi-platform ad campaign. A firm was selected and communication begun on securing a final contract.
- Continued ad placements in various outlets (digital/print) for the fall season.
- Attended the monthly Shenandoah Valley Tourism Partnership meeting on Thursday. Discussions focused on a broad array of topics, including FY20 marketing plan, success metrics of an ongoing social media campaign, newly released Virginia Tourism economic impact numbers, new blog post development, and public relations pitches and strategies.
- The Tourism Board Finance Committee met for the first time on Friday to review the current FY20 budget and begin discussing FY21.

Zoning and Inspections

- Completed:
 - 106 building permit inspections and issued 35 building/trades permits (\$438,358 valuation)
 - 184 code enforcement inspections and initiated 36 new cases
 - 3 new business reviews (1 Certificate of Business / 2 Certificates of Home Business)
- Attended CRT Meeting and Planning Commission work session

Permit #	Type	Address	Description	Value
19 00002327	PLBG	100 N LOUDOUN ST	NEW FIXTURES	\$1,000
19 00002327	MECH	100 N LOUDOUN ST	RENOVATE HVAC SYSTEM	\$7,000
19 10000006	PSD1	1 N LOUDOUN ST	OUTDOOR CAFE	\$85
19 10000006	PSPS	1 N LOUDOUN ST	PORTABLE SIGN	\$10
19 00003204	RREM	1401 RAMSEUR LN	BASEMENT REMODEL	\$20,000
19 00002327	NRRM	100 N LOUDOUN ST	PHASE 1 - BANK HALL	\$51,950
19 10000047	PSPS	27 N LOUDOUN ST	PORTABLE SIGN	\$0
19 00001967	PLBG	21 25 S KENT ST	CREAMERY BUILDING RENOVATION	\$40,000
19 00002733	BLDG	451 JEFFERSON ST	REPAIRS TO EXISTING PORCH	\$2,000
19 00002959	MECH	252 FOX DR	REPLACE FURNACE	\$3,800
19 00003221	NGAS	2732 MIDDLE RD	REPLACING FURNACE/AC	\$100
19 00003219	NGAS	126 W LEICESTER ST	NEW APPLIANCE/FURNACE	\$3,000
19 00003239	PLBG	325 WEEMS LN	REPLACE FIXTURES & APPLIANCES	\$1,000
19 00003239	MECH	325 WEEMS LN	REPLACE A/C & FURNACE	\$800
19 00003206	DEMO	529 YORK AVE	PARTIAL SHED DEMOLITION	\$0
19 00003239	NGAS	325 WEEMS LN	REPLACE FURNACE	\$5
19 00003221	MECH	2732 MIDDLE RD	REPLACING FURNACE/AC	\$25,000
19 00003246	ELEC	413 E PALL MALL ST	SVC UPGRADE/WAIVER	\$2,000
19 00003216	ELEC	34 N PLEASANT VALLEY RD	SERVICE UPGRADE	\$2,000
19 00003245	ELEC	206 WALKER ST	REWIRE HOUSE	\$3,000
19 00003207	ELEC	203 E SOUTHWERK ST	SVC FOR TRAILER	\$0
19 00003243	ELEC	522 S BRADDOCK ST	NEW PANEL	\$2,000
19 00003241	MECH	2800 RIDGETOP CT	REPLACE HEAT PUMP, A/C & FURNA	\$20,000
19 00002346	ELEC	404 S WASHINGTON ST	SVC UPGRADE/WAIVER	\$2,000
19 00003241	NGAS	2800 RIDGETOP CT	REPLACE FURNACE	\$200
19 00002951	ELEC	908 VALLEY AVE	PARTIAL REWIRE FOR KITCHEN	\$400
19 00002326	ELEC	3150 SHAWNEE DR	REMODEL	\$8,200
19 00003244	ELEC	608 MILLWOOD AVE	TENANT FITOUT	\$11,000
19 00001967	ELEC	21 25 S KENT ST	REMODEL	\$190,000

Permit #	Type	Address	Description	Value
19 00002758	PLBG	1840 AMHERST ST	NEW LAVATORY SINK	\$7,737
19 00003253	NGAS	328 BRANNER CIR	REPLACEMENT W. HEATER	\$1,200
19 00002758	MECH	1840 AMHERST ST	ADDING VAV	\$15,047
19 00003256	PLBG	240 SHENANDOAH AVE	EXPANSION TANK	\$124
19 00003253	PLBG	328 BRANNER CIR	REPLACEMENT W. HEATER	\$1,200
19 00003252	PLBG	318 HIGHLAND AVE	REPLACE APPLIANCES & FIXTURES	\$4,800
19 00003252	MECH	318 HIGHLAND AVE	REPLACE APPLIANCES & FIXTURES	\$6,500
19 00003214	MECH	17 W GERRARD AVE	REPLACE RTU	\$5,200
Total: 37				\$438,358

Public Services

- Opened bids for the central downtown infrastructure improvements project. Work is expected to begin by November.
- Held monthly meeting with VDOT to review progress on all the City projects with VDOT funding. We are currently waiting on VDOT for authorization to advertise three projects for construction bids: Green Circle Trail – Phase III, Museum of the Shenandoah Valley trails, and Wentworth Drive sidewalks.
- The FY2020 street repaving program will begin next week. The first street to be completed will be Shenandoah Avenue followed by Shenandoah Place and Shawnee Avenue.
- The public open house to review and provide input on options for possible changes to Boscawen Street between Indian Alley and Cameron Street will be held on Wednesday, October 2 between 4:00 p.m. and 6:00 p.m. in the Exhibit Hall on the 4th floor at City Hall.
- Sidewalk repairs consisting of grinding down the concrete where possible or placing painted asphalt on top of the sidewalk has now been completed on over 18 miles of sidewalks throughout the city.

Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	0	5,548
Water service lines replaced (number)	0	364
Water meters replaced (number)	42	1,617
Sanitary sewer mains replaced/lined (linear feet)	0	4,791

Measure	Past Week	Project Totals
Sanitary sewer laterals replaced (number)	0	96
Sanitary manholes replaced (number)	0	35
Sidewalks replaced (linear feet)	410	23,735
Sidewalks repaired (linear feet)	7,917	88,833

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Streets	Streets repaved	0	3.91	Lane miles
	Potholes repaired	0	188	#
	Mowing	20.57	336.90	Acres
	Miles of streets swept	58.90	1,868.60	Miles
	Tons of leaves hauled	0	32.80	Tons
Trees	Dead/diseased trees removed	2	122	#
	Trees trimmed	32	398	#
	Stumps removed	2	172	#
Traffic	Street signs Installed/replaced	5	274	#
	Pavement markings repainted (City)	12	9,392	Linear feet
	Pavement markings repainted (contractor)	321	584,494	Linear feet
Refuse & Recycling	Refuse collected	133.41	4,437.71	Tons
	Recycling collected	54.67	1,731.05	Tons
	Large item pickups	4	1,479	#
Transit	Total passengers	2,956	92,411	#
	Revenue miles pick up/drop off	4,081	132,103	Miles
	Revenue hours pick up/drop off	373.45	12,095.40	Hours
Utility billing	Payments processed	1,511	48,496	#
	New bills mailed out	2,187	49,748	#
	Water services turned off (non-payment)	31	370	#
Water treatment plant	Average daily water demand	6.58	6.21	Million gallons/day
	Peak daily water demand	6.79	7.57	
Wastewater treatment plant	Average daily flow treated	6.32	8.73	Million gallons/day
	Peak daily flow treated	6.83	20.04	

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Water distribution and wastewater collection	Water main breaks repaired	0	11	#
	Water meters read	1,115	52,357	#
	Fire hydrants flushed	71	1,169	#
	Sewer mains cleaned	4,300	113,775	Linear feet
	After-hours call outs	5	186	#
Engineering	Site plans reviewed	2	80	#
	Floodplain permits issued	3	80	#
	Utility as-builts reviewed	0	7	#
	Right-of-way permits issued	0	133	#
	Land disturbance permits issued	0	9	#
	Stormwater facility inspections	0	111	#
	Erosion and sediment control inspections	26	1,541	#
	Erosion and sediment notices to comply	0	20	#
Facilities Maintenance	Work requests completed	24	708	#
	Special events assistance	0	38	#
	Maintenance of pedestrian mall	31	1,153	Staff hours
Equipment maintenance	Total repairs completed	308	3,004	#
Winchester Parking Authority	Work requests completed	10	268	#
	Special events - assistance provided	0	14	#
	Vandalism or property damage issues	2	20	#
	New monthly rentals	2	204	#
	Monthly rental cancellations	3	92	#
	Total monthly leases in all autoparks	-1	1,158	#
	Available monthly spaces in all autoparks	+1	254	#
	Hourly parkers (all four garages)	2,874	101,639	#
	Park-Mobile transactions	853	24,547	#
	Meter violations	204	7,173	#

Parks & Recreation

- Hosted Human Resources' briefing of the new proposed Paid Leave Program for employees.
- Attended Shenandoah Valley Transit Authority meeting to discuss upcoming Juniors programs.
- Held discussed regarding the Quilt Show scheduled for November.
- Continued work on Maintenance facility.
- Continued distribution of Fall Activity Guide.
- Entered final planning phase for the September 11th commemoration ceremony.
- Reduced operating hours for the outdoor pool and increased hours for the indoor pool.
- Continued follow-up with Winchester Public Schools regarding playground equipment.
- Prepared for participation in the Community Safety Fair.
- Finalized Summer Camp paperwork.
- Completed Child Care CACFP paperwork.

Social Services

- Received 95 Benefit Program applications: 31 SNAP, 55 Medicaid, 5 TANF, 2 VIEW, 2 Child Care, 0 Auxiliary Grant, 0 General Relief-Burial, 0 Home Energy Assistance Program
- Provided case management to:
 - 3,639 Medicaid cases
 - 1,549 SNAP cases
 - 65 TANF cases
 - 21 Auxiliary Grant cases
 - 51 individuals receive VIEW services
 - 51 families/106 children receive Child Care Subsidy Assistance (7 families/11 children are currently on the waiting list for child care assistance).
- Provided case management to 1 Interstate Compact on the Placement of Children (ICPC) case.

Weekly Activity	#
Clients walk-ins/drop-offs	288/178
Child Protective Service referrals	7
Placed "on notice" for foster care entry by JDRC	3
Children in foster care	54
Entered/exited foster care	3/0
Adoption subsidy cases/adoptions finalized	56/0
Child Protective Service (CPS) case management load	51

Weekly Activity	#
Benefit program fraud & overpayment referrals/investigations/recoupment claims	1/2/30
CPS family assessments & investigations of alleged maltreatment	81
Family Service intakes	5
Adult Protective Service referrals	3
Adult services case management load	8
Adult guardianships/cases	2/73
Adult Protective Service investigations/intakes	15/7
Family Services Prevention case management load	7
Uniform Assessment Instrument screenings	5

Communications

- Handled 2 media requests for City information and staff interviews; 1 interview and 6 inquiries for WPD.
- Filmed the final portions of the Winchester Ciderworks Manufacturing Week video.
- Met with GIS to discuss the layout and content needs for the Arc GIS Hub site for Manufacturing week.
- Created the 10th edition of The Dispatch, the Police Department's interdepartmental newsletter.
- Created online application and advertised new mini Citizen Academy for the Police Department.
- Created and revised promotional materials for the Park including a flyer for the Mini Drive In Movie Evening, 9/11 Commemoration program, Wilkins Lake Celebration ad for the Winchester Star, and the September/October edition of ActivitE-News.
- Worked with the Police Department to gather evidence/information from social media regarding a fraud case.
- Attended and photographed the Community Safety Fair at Jim Barnett Park.
- Attended the City County Communications and Marketing conference in Denver, Colorado. The *Combat the Cat: Lock it Tight or Risk the Swipe* campaign won the Silver Circle Award.
- Published the second episode of Behind the Blue. [Watch](#)
- Began promoting Coffee with a Cop and created a flyer.
- Edited a community meeting flyer for Councilor Herbstritt.
- Attended Parks & Rec director Lynn Miller's interview with WDVM about the pocket park naming.

311 Requests Received	#
FOIA	2
New Recycling Bin	2
Missed Trash/Recycling Collection	1
Trash on Property	0
City Tree Issue	1
Traffic Signal Issue	0
Dead Animal in Road	0
Ask a Question	1
Stormwater Drainage Issue	0
Pothole	0
Street Light Out	0
Tall Grass	0
Water/Sewer Service	1
Citibot	0
Total/YTD	8/378

Date	Articles in <i>The Winchester Star</i>
9/1	Winchester's home
	Wexton hears ideas on how to fight addiction problem
9/3	Public invited to meet Winchester fire chief
9/4	Park rezoning crucial to complex development
	Firefighters rescue dog
9/5	Categorized comments guide process to update Comprehensive Plan
	Arts & Music Festival offers multiple events in September
9/6	Judge dismisses suit against senior-living center
	Winchester seeks suggestions for new pocket park's name
	Community Safety Fair takes place on Saturday

Date	City Press Releases
9/3	Residents asked to help name new community park - read
9/4	Winchester Police Department announces newly-formatted Citizen Academy - read
9/5	Encounter with suspicious vehicle results in narcotic seizure - read
Date	Segments on WDVM
9/5	Winchester narcotics bust nabs three - watch

Support Services

Innovation & Information Services

- Worked with Treasurer to complete second half personal property bills processed and to outsource printing vendor.
- Worked on PD reporting for OpenGov.
- Continued work with OpenGov for GMBA account variances.
- Continued online processing improvements with vendor.
- Began work on personal property year-end reconciliation to G/L to assist Finance.

- Added 63 missing 911 Address points to existing dwellings.
- Completed Abrams Creek Trunk line map for Utility Department.
- Assisted Commissioner of Revenue and Planning with parcel issue along the downtown walking mall. Remapped all parcels along this section to more accurately reflect recorded deeds/plats.
- Remapped parcels along East Tevis/Crossover Blvd to reflect the most recent recorded plat.
- Added a new survey form to Spotted Lanternfly (SLF) Hub site to allow citizens to "Contact Us" for general inquiries about SLF.
- Demoed workflow process for QAQC SLF sight survey submissions.
- Worked with ESRI to determine proper search terms in Google to return SLF Hub initiative site as a top result.
- Continued to work on configuration and testing storage.
- Changed VLAN on some switch ports for security vender.
- Resolved duplicate emails being sent by ADSelfService.
- Setup new WiFi access for City Attorney.
- Applied DNS Enhancements to FortiGate VPN.
- Completed Middletown backups.
- Tested new network design for Middletown.
- Developed strategy and plan for new security profiles on WAN facing Interfaces.
- Identified code issue on FortiGate.

Help Desk Requests	Count	Closed
Account Management	15	15
Applications	27	36
GIS	6	3
Hardware	3	12
Information Only	8	5
Infrastructure	8	9
No Action Required	5	8
Not Assigned	12	0
Procurement/Disposal	1	0
Reporting	1	1
Research	-	-
Total	78	89